

## **VACANCY ANNOUNCEMENT # 14/05/34**

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### **IMMIGRATION ASSISTANT FSN-9 (OR); FP-5 (NOR)**

<b>From:</b>	Human Resources Office
<b>Open to:</b>	All interested candidates
<b>Opening Date:</b>	May 20, 2014
<b>Closing Date:</b>	June 3, 2014
<b>Work Hours:</b>	Full-time – 40 hours per week
<b>Desired Start Date:</b>	June 30, 2014
<b>Hiring Mechanism:</b>	PSA appointment. Not subject to EFM benefits.

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ALL ORDINARILY RESIDENTS (OR) APPLICANTS (see Appendix A) MUST HAVE AND MUST SUBMIT THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

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The U.S. Embassy is seeking an individual for the position of Immigration Assistant in the U.S. Citizenship and Immigration Services (USCIS), an agency within the Department of Homeland Security.

#### **BASIC FUNCTION OF POSITION**

The incumbent examines, reviews, and processes the full range of USCIS immigration benefits, applications and petitions, from the routine to the complex. Incumbent makes preliminary judgment regarding veracity of each case and eligibility of each applicant. Provides immigration benefits-related information, guidance, and case status updates to USCIS customers; shares information with other DHS and USG officials in keeping with applicable privacy and confidentiality policies and law. Answers inquiries from USG officials and applicants in the jurisdiction of USCIS Lima regarding the Immigration and Nationality Act (INA), immigration-related policies, and procedures. USCIS Lima's jurisdiction includes Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, French Guyana, Guyana, Paraguay, Peru, Surinam, Uruguay, and Venezuela.

**Please note:** At the end of this Vacancy announcement you will find a complete list of the major duties and responsibilities of the position as defined in the Position Description.

## **QUALIFICATIONS REQUIRED**

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ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE CONSIDERED.

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**1. Education:** Completion of two years of college/university studies in general coursework such as English composition, math, education, and other general electives is required.

**2. Experience:** At least two years of progressively responsible experience in reviewing, researching, and analyzing petitions and applications for immigration benefits, or work involving the application of relatively complex regulatory matters along with extensive public contact or customer service. A minimum of two years of experience successfully completing office and/or administrative work is also required.

**3. Language:** Level IV (Fluent) Speaking/Reading English ability. Level IV (Fluent) Speaking/Reading Spanish ability is required. This will be tested.

**4. Job Knowledge:** Must have knowledge of local laws and practices related to documentation, certificates, and licenses.

**5. Skills and Abilities:** Must have the ability to analyze complex and/or sensitive immigration benefits applications and petitions and to apply an expansive body of law, regulations and case law decisions to make authoritative recommendations; Ability to independently organize and execute work is required. Must have the ability to use many different sources to research applications and petitions; Ability to communicate effectively orally and in writing is required. Ability to interact with the general public in explaining requirements and immigration law is required; must have the ability to prioritize competing deadlines and cases effectively and with minimal supervision.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Hiring Office will receive qualified applications in the following order:
  - a. applicants with hiring preference (U.S. EFMs and U.S. Veterans),
  - b. internal candidates, and
  - c. external candidates

2. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident (OR) employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
7. U.S. Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Members of Household (MOH) are required to have at least one year remaining at post in order to apply for locally recruited positions.

#### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. [Universal Application for Employment \(UAE\)](#) as a Locally Employed Staff of Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. LE Staff applicants from within the Mission should also fill out the [Memorandum of Application](#) and attach a current resume.
5. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application. Please refer to [Veteran's Services](#) for further guidance.

6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**Submit applications to:**

[limarecruitment@state.gov](mailto:limarecruitment@state.gov)

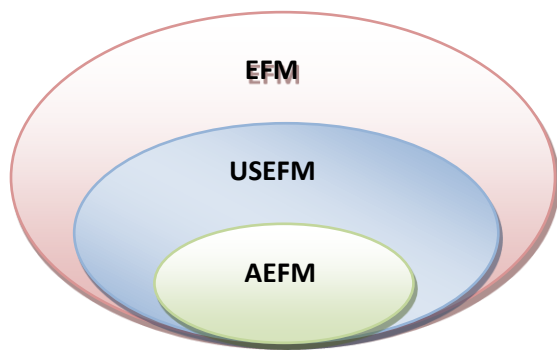
- Please be sure to send all requested information as **one document**, multiple attachments will not be accepted.
- The maximum size of the e-mail should be 5MB. If you exceed this size, the application will be automatically rejected by the system.
- Applicants will be contacted via e-mail only.
- Once you submit your application you will receive an automated response with guidance on how the recruitment process is handled.

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**Appendix A**

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DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Members:** An individual related to s U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on

the employee for support, unmarried, an under 21 years of age, or regardless of age, incapable of self-support.

**2. US Citizen Eligible Family Member (U.S. EFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3FAM 3232.2](#)

**3. Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil service annuity.

**4. Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. A MOH is:

- Not an EFM; and
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of this/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

**5. Not Ordinarily Resident (NOR):** An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**6. Ordinarily Resident (OR):** A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens are compensated in accordance with the Local Compensation Plan (LCP).

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**Appendix B**

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If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE. Failure to so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). Please attach copy of DNI or work permit
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S Government vehicle, Driver's License Class/Type. Please attach copy of document
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience

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**CLOSING DATE: June 3, 2014**

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**The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

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**Major Duties and Responsibilities of the Position**

**1. IMMIGRATION CASELOAD MANAGEMENT (50 % of time)**

The incumbent reviews and processes the full range of USCIS immigration benefits applications and petitions and provides support and assistance to the Immigration Officer(s) present in the office, including but not limited to the Field Office Director and the Overseas Adjudications Officer and any officers present who may be acting in either capacity, in the proper disposition of the range of applications and petitions received by the USCIS Lima Field Office.

Immigration applications and petitions include the full range of USCIS petitions or applications, many involving complex, and/or unusual cases. These include, but are not limited to, petitions for qualifying immediate relatives of U.S. citizens (I-130), humanitarian parole requests, orphan petitions for those applying to adopt from non-Hague countries (I-600), follow-to-join cases from asylum seekers in the United States (I-730), Petitions from widows of USC's (I-360), boarding letter requests, applications to relinquish lawful permanent residence (I-407), as well as other applications and petitions. The cases handled may present problems, and include documentation that is difficult to verify.

- a. Examines each case for the completeness and authenticity by verifying the validity of supporting documents, such as birth certificates, marriage licenses, divorce decrees, and adoption decrees, which may originate from a variety of different countries and jurisdictions. Determines validity by 1) applying U.S. immigration law, precedent decisions, regulations, policies and operating instructions; 2) contacting host government officials to verify authenticity of supporting documents, and determining existence of pertinent civil records; and/or 3) determining if host government law governing cases,

such as adoptions, have been followed.

- b. Conducts DHS and DOS records checks through electronic databases and/or hardcopy files.
- c. Checks DOS databases when possible and serves as liaison with DOS IV, ACS, NIV and FPU, USCIS FDNS, CBP and ICE and others.
- d. Conducts preliminary interviews with applicants or potential applicants to (1) determine if eligibility for benefits exists, or (2) to obtain clarification or additional information about an application, and also to determine any possible intent to commit fraud or circumvent the immigration laws.
- e. Determines if cases require further examination or referral to a USCIS Investigator or FPU Consular Officers.
- f. Prepares Case for Review by Adjudications Officer(s) – Ensures, through the support staff, that all applications and petitions are prepared and ready for adjudication before they are given to the Adjudication Officer(s). The incumbent processes legal documents ranging, from notices of intent to deny applications, notices of approved and denied applications, citing specific provisions of immigration law and precedent decisions.
- g. Drafts a variety of correspondences regarding petitions and applications, including responses to Congressional inquiries and non-governmental public inquiries.
- h. Provides expert advice and guidance to other U.S. government officials including but not limited to ICE, CBP, DOS, DOD, DOJ, etc.
- i. Enters case and workload information into the CAMINO database as required and oversees case information entry by the Administrative assistant, as necessary.
- j. Statistical Tracking – tracks all local workload productivity for the monthly CAMINO database and assists with other reports for submission to the Mexico City District. Receives reports from the staff, reviews to ensure accuracy, and works with the staff to correct discrepancies. Assists the administrative assistant in compiling the CAMINO database and other required reports. In the absence of the administrative assistant, is responsible for preparing the CAMINO database and other required reports.

## **2. CUSTOMER SERVICE, INFORMATION AND GUIDANCE (20% of time)**

- a. Informs customers of their rights and responsibilities as they pertain to the Immigration and Nationality Act (INA) and the Code of Federal Regulations (CFR). Provides guidance on how to prepare and properly file the entire range of USCIS applications and petitions. This guidance and information may be provided via telephone, written correspondence, email or in person.
- b. Serves as focal point at Field Office for complex immigration benefits issues for the general public and host country government officials, provides guidance and answers questions about immigration benefits. Provides advice and guidance on the full range of immigration issues to DOS and other agency staff.
- c. Applicants and Petitioners – For both prospective and actual applicants and petitioners, explains U.S. Immigration laws, policies and procedures and their application to the particular situations of the customers. Provides information regarding the supporting documentation required to complete an application, with an emphasis on immediate



relative petitions and waivers. Informs customers of their rights and responsibilities as they pertain to the Immigration and Nationality Act and the Code of Federal Regulations. Provides guidance on how to prepare and file the entire range of USCIS applications and petitions. This guidance and information is given via telephone, written correspondence, email and in person.

**3. (20% of time) Back-up for Administrative Assistant**

Serves as back-up to the Administrative Assistant to maintain records of office staff including but not limited to completing eCC Country Clearance requests, making hotel reservations and other accommodations as needed for USCIS and DHS representatives visiting Post in an official capacity, sending official communication ordinarily done by the Administrative Assistant, sending reports, attendance records, leave balances, overtime and compensatory time.

**4. (5% of time) Training**

The incumbent may be called upon to assist in developing and providing training to the local staff as well as to LES in the Lima Field Office's jurisdiction, which spans the entirety of South America.

**5. (5% of time) Translation**

Provides English translation of host country correspondence, reports, and other written materials. May provide interpretation services during meetings between USCIS and host government officials as well as in the course of interviews conducted by USCIS adjudicators and the Field Office Director.